

U.S. DEPARTMENT OF ENERGY
NEVADA OPERATIONS OFFICE

ORDER

NV O 481.1

Approved: 3-23-00
Review Date: 3-23-02
Expires: 3-23-04
Change 1: 4-14-00

**WORK FOR OTHERS
(NON-DEPARTMENT OF ENERGY
FUNDED WORK)**



INITIATED BY:
Contracts Management Division

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1. OBJECTIVES.

- e. Supplements DOE O 481.1, WORK FOR OTHERS (NON-DEPARTMENT OF ENERGY FUNDED WORK).
- f. Ensure that the review, acceptance, authorization, administration, monitoring, and evaluation of Work for Others (WFO) at the DOE Nevada Operations Office (DOE/NV) are consistent with DOE Policies and procedures.
- g. Provides a uniform process in the review, acceptance, authorization, administration, monitoring, and evaluation of WFO at the DOE/NV.
- h. DOE/NV's unique expertise, capabilities, resources, and assets are available to support the specific needs of other federal agencies and nonfederal entities.
- i. Delegate Head of Field Elements responsibilities under DOE O 481.1 to appropriate DOE/NV individuals or organizations.

2. CANCELLATION. None.

3. APPLICABILITY.

- i. DOE/NV Elements. The provisions of the directive apply to all DOE/NV organizational elements that support the review, acceptance, authorization, administration, monitoring, and evaluation of WFO.
- j. Contractors. The requirements applicable to the DOE/NV contractors are as set forth in the Contractor Requirements Document (CRD) of DOE O 481.1, page 14, and NV O 481.1, Attachment 1. Compliance with the CRD as modified by NV O 481.1, Attachment 1, "Contractor Requirements Document," shall be required to the extent set forth in a contract or agreement.

4. REQUIREMENTS.

- l. The determination and certification of WFO, as described in DOE O 481.1, paragraph 4a, shall be accomplished using the DOE/NV Non-U.S. Department of Energy (DOE) Funded Work Acceptance Determination and Certification (D&C) (Attachment 2) and provided to the Contracts Management Division (CMD) prior to the acceptance of funding associated with the WFO.

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- m. A WFO Checklist (Attachment 3) shall be completed to ensure requirements of DOE O 481.1 are satisfied and provided to CMD prior to project execution.
- 5. RESPONSIBILITIES. The effectiveness and administration of the WFO process require a close working relationship between DOE/NV, the performing contractor, and the sponsor/customer for a successful deliverable to the customer. The roles and responsibilities of the key personnel in the WFO process are as follows:
 - o. DOE/NV Manager.
 - (1) Ensures that DOE/NV management is held accountable for implementing the requirements of this Order.
 - (2) Notifies the Assistant Secretary for Defense Programs of any WFO projects that involve sensitive subjects.
 - p. DOE/NV Assistant Managers. Ensure that new work or a change to existing work within their responsibility is authorized in accordance with this Order.
 - q. DOE/NV Division Directors.
 - (1) Ensure that DOE/NV Program/Project Managers (P/PM) within their division fulfill the DOE/NV P/PM's responsibilities described below.
 - (2) Assign DOE/NV P/PM for new work in their area of responsibility.
 - (3) Provide professional proficiency to the DOE/NV P/PM during the review and acceptance process.
 - (4) Review and concur on the D&Cs prepared by the DOE/NV P/PM under their cognizance.
 - r. DOE/NV CMD.
 - (1) Develops and implements procedures for the review, acceptance, authorization, and monitoring of WFO that are consistent with DOE Policies and procedures.
 - (2) Assesses field performance and effectiveness of local WFO processes.

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- (3) Develops and implements administrative management systems to ensure an effective administrative process.
- (4) Reviews completed Non-DOE Funded Work Acceptance D&Cs from the DOE/NV P/PM to ensure completeness and compliance with DOE O 481.1.
- (5) Coordinates the acceptance of reimbursable agreements (e.g., bilateral sales agreements, Military Interdepartmental Purchase Request, Interagency Cost Reimbursable Order, etc.).
- (6) Serves as a focal point for WFO policy-related and administrative issues.
- (7) Coordinates the resolution of administrative issues for the DOE/NV P/PM and the sponsor.
- (8) Negotiates bilateral sales agreements with nonfederal entities.
- (9) Assigns a project number to WFO projects.

s. DOE/NV Resources Management Division.

- (1) Coordinates annual approval by the Cognizant Secretarial Officer of an overall level of WFO to be performed by DOE/NV.
- (2) Monitors overall level of work accepted to ensure that it is within the levels approved by the Cognizant Secretarial Officer.
- (3) Ensures that costs are priced and/or recovered in accordance with DOE Order 2110.1A, PRICING OF DEPARTMENTAL MATERIALS AND SERVICES.
- (4) Certifies availability of funds for WFO projects.
- (5) Prepares and submits annual summary report to the Cognizant Secretarial Officer and the Assistant Secretary for Human Resources and Administration by December 10.

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- t. DOE/NV Office of Chief Counsel. Reviews bilateral sales agreements with nonfederal entities.
- u. DOE/NV Program/Project Manager.
 - (1) Ensure that WFO projects are properly reviewed, accepted, and executed according to DOE O 481.1.
 - (a) Coordinate the review, certification, and acceptance of WFO.
 - 1 Complete DOE/NV Non-DOE Funded Work Acceptance D&C (Attachment 2).
 - 2 Complete the WFO Checklist (Attachment 3) to ensure proper reviews are conducted in accordance with DOE O 481.1.
 - 3 Perform DOE review in accordance with NV M 412.X1, REAL ESTATE/OPERATIONS PERMIT.
 - (b) Ensure that the appropriated Headquarters element is involved in the WFO review process in accordance with DOE O 481.1.
 - (c) Ensure appropriate involvement of subject matter experts during the review and acceptance process.
 - (d) Notify the Manager of any WFO projects that involve sensitive subjects.
 - (2) Process a Real Estate/Operations Permit (REOP) in accordance with the NV M 412.X1, REAL ESTATE/OPERATIONS PERMIT. Provide a copy of the REOP to CMD.
 - (3) Ensure that work is not initiated until formally authorized and funding has been approved.
 - (4) Provide sufficient monitoring to ensure that the WFO projects are performed in an efficient, safe, and satisfactory manner and that deliverables are within budget, on schedule, within scope, and of a quality nature.

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- (5) Provide line program/project management oversight of assigned WFO.
- (6) Facilitate the success of assigned WFO.
- (7) Maintain sufficient file documentation.
- (8) Ensure compliance with all other DOE and NV Orders and Directives that encompass WFO or the performance of the work in general.

v. DOE/NV Contracting Officers.

- (1) Execute completed Non-DOE Funded Work Acceptance D&Cs.
- (2) Accept reimbursable agreements (e.g., bilateral sales agreements, Military Interdepartmental Purchase Request, Interagency Cost Reimbursable Order, etc.).
- (3) Notify the sponsor of any refunds.
- (4) Notify the sponsor when work on a reimbursable agreement is closed out and of the final cost of that agreement.

6. CONTACT. Questions concerning this Order should be addressed to DOE/NV CMD at (702) 295-1497.

7. REFERENCES.

- a. NV M 412.X, PROJECT SCREENING AND LOCATION APPROVAL PROCESS, dated 3-9-99.
- b. NV M 412.X1, REAL ESTATE/OPERATIONS PERMIT, dated 12-15-99.
- c. NV P 450.4A, SAFETY MANAGEMENT SYSTEM POLICY, dated 9-19-97.
- d. NV M 450.X, AUTHORIZATION AND ACTIVITY AGREEMENTS FOR FACILITIES AND OPERATIONS, dated 9-17-98.
- e. DOE O 481.1, WORK FOR OTHERS (NON-DEPARTMENT OF ENERGY FUNDED WORK), dated 9-30-96.

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- f. DOE M 481.1-1, REIMBURSABLE WORK FOR NONFEDERAL SPONSORS PROCESS MANUAL, dated 9-30-96.
- g. DOE G 481.1-1, DEPARTMENT OF ENERGY WORK FOR OTHERS GUIDE, dated 9-4-97.

8. DEFINITIONS.

- l. Determination and Certification. The statements (determination) addressed in DOE O 481.1 must be determined to be true and certified in writing by a responsible DOE Contracting Officer.
- m. DOE/NV Program/Project Manager. A DOE/NV employee identified by his/her supervisor as being qualified to perform program/management work. Reference NV M 111.X, FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES MANUAL.



Kathleen A. Carlson
Manager

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**Attachment 1
Page 1**

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors shall:

14. Maintain project file information documenting policy compliance.

- The basic documentation includes, for example:
 - The technical description of the work (including schedules, milestones, and deliverables)
 - Cost estimate
 - Work for Others (WFO) review statements (subcontracting; construction; acquisition of data processing equipment; foreign travel; foreign involvement; intelligence-related activities; classification; nuclear nonproliferation detection technology work; National Environmental Policy Act; environment, safety, and health review; human and animal subjects; disposition of property and equipment upon completion of work; etc.)
 - Funding document (or validation of receipt of funding)
 - Real Estate/Operations Permit
 - Execution plan (or a similar document, for example, an operation or test plan)
 - Closeout documentation, etc.

16. Consider DOE O 481.1, page 14, "Contractor Requirements Document," Requirements 3, 4, 11, and 15 are not applicable because of authority retained by the DOE Nevada Operations Office (DOE/NV) and not redelegated to the contractors.

17. Submit to the DOE/NV Program/Project Manager (P/PM), DOE/NV Contracts Management Division (CMD), and DOE/NV Resources Management Division (RMD) a cost estimate for WFO priced in accordance with DOE Order 2110.1A.

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Attachment 1

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18. In accordance with DOE O 481.1, submit WFO contractors' review statements to the DOE/NV P/PM and DOE/NV CMD.
19. Notify the DOE/NV P/PM, DOE/NV CMD, and DOE/NV RMD when individual reimbursable orders are closed out.
20. Survey customers with a joint DOE/NV and Contractor Customer Satisfaction Survey to assess performance and then implement appropriate improvement actions.

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**Attachment 2
Page 1**

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Page 1

DOE NEVADA OPERATIONS OFFICE (DOE/NV) NON-DOE FUNDED WORK ACCEPTANCE DETERMINATION AND CERTIFICATION					
SPONSORING ORGANIZATION INFORMATION					
Organization Name:					
Address:		Programmatic Point of Contact (Name and Telephone Number):			
		Financial Point of Contact (Name and Telephone Number):			
WORK FOR OTHERS PROJECT/TASK INFORMATION					
Project/Task Title:				Project Number:	
Project/Task Description: (if possible, attach statement of work)					
ESTIMATED DATE OF COMPLETION:					
ESTIMATED FUNDING LEVELS					
Fiscal Years					
Amount (Dollars in \$K)					
DOE/NV CONTRACTOR(S) PROPOSED TO PERFORM WORK (Normally limited to Management and Operating (M&O) Contractors. If non-M&O is proposed, justify under Explanatory Comments below.)					
DETERMINATION					
1. The proposed work is consistent with or complementary to DOE/NV missions, and the missions of the facility to which the work is to be assigned. (Explain)				TRUE	FALSE

Attachment 2
Page 2

Project/Task Title:			
2.	The proposed work shall not adversely impact execution of assigned programs of the facility. (Explain)	TRUE	FALSE
3.	The proposed work shall not place the facility in direct competition with the domestic private sector. (Explain)	TRUE	FALSE
4.	The proposed work shall not create a detrimental future burden on DOE/NV resources. (Provide applicable comments)	TRUE	FALSE
EXPLANATORY COMMENTS (IF ANY)			
CERTIFICATION			
Based on my review of the above, I conclude the appropriate determinations have been made as required by DOE O 481.1, paragraph 4a, and hereby certify the appropriateness of the proposed work.			
Program/Project Manager (Type Name)		Signature	Date
Division Director (Type Name and Division)		Signature	Date
Contracting Officer (Type Name)		Signature	Date

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**Attachment 3
Page 2**

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Project/Task Title:			
6.	Proposed work does not involve human or animal subjects or other activities.		
	OR		
	Proposed work shall be performed consistent with established standards for humane treatment of human or animal subjects involved in research or other activities. Received Office of Energy Research and the Assistant Secretary for Defense Programs approval. Documentation evidencing these approvals are		
7.	Proposed work does not involve facility construction on a DOE site.		
	OR		
	Proposed work involves facility construction on a DOE Site or significant modification of DOE facilities.		
	OR		
	Proposed work includes facility construction on a DOE site or significant modification of DOE facilities that exceeds the General Plant Project dollar threshold. Proposed work has received the approval of the Assistant Secretary for Defense Programs and concurrence of the Office of Chief Financial Officer. Documentation evidencing approval and concurrence are listed below.		
8.	Proposed work falls within the scope and fiscal constraints for non-DOE funded work approved by the Assistant Secretary for Defense Programs as acceptable during the fiscal years of performance identified for the proposed work.		
	OR		
	Proposed work has been individually reviewed by the Assistant Secretary for Defense Programs and has received approval for the fiscal years of performance identified for the work. Documentation acknowledging this approval is evidenced by		
9.	Proposed work is not expected to commit the DOE to long-term commitments or significant legal and financial liabilities; significant environment, safety, and health quality assurance requirements; sensitive nuclear technology; and/or potential adverse publicity.		
	OR		
	Proposed work shall commit the DOE to (state which element and why and attach notification to the Assistant Secretary for Defense Programs)		

Vertical line denotes change.

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**Attachment 3
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Project/Task Title:			
10.	<p>The sponsor has provided a statement that the proposed non-DOE funded work does not involve any classified activities as part of the work. Documentation evidencing this determination is</p> <p style="text-align: center;">OR</p> <p>The Classification Officer (or Authorized Derivative Classifier delegated special authority by DOE Headquarters Office of Declassification--limited to that non-DOE funded work which requires a strict need to know and is beyond the access of the Classification Officer) shall review the proposed non-DOE funded work and the proponent organization's classification guidance and certify in writing that the guidance is adequate and conforms to DOE Policy. Copy of certification is attached.</p>		
11.	<p>This activity must be granted facility approval prior to receiving or processing classified matter or Special Nuclear Materials, or prior to the commencement of classified activity at a DOE/NV facility and be registered on the Master Facility Register. DOE F 5634.2 Contract Security Classification Specification has been processed.</p> <p style="text-align: center;">OR</p> <p>This activity is already registered on the Master Facility Register and the registration is current.</p> <p style="text-align: center;">OR</p> <p>This activity does not have to be registered on the Master Facility Register.</p>		
12.	<p>Work shall <u>not</u> involve subcontracting.</p> <p style="text-align: center;">OR</p> <p>Work shall involve subcontracting in direct support of the performing organization. The estimated total subcontracting cost of the proposed project is _____. The estimated subcontracting cost is ____ percent to the total estimated project cost. A description of, and justification for, the subcontracting effort has been attached. A separate justification is provided for estimated subcontracting cost over 30 percent.</p>		
13a.	<p>Is the proposed work in response to a Broad Agency Announcement (BAA)? If the answer is "yes," answer questions 13b thru 13d below. (Provide applicable comments).</p>	YES	NO
13b.	<p>Does the work consist of research and development that is part of a national program or DOE mission and utilizes DOE/NV's unique capability? (Provide applicable comments).</p>	YES	NO
13c.	<p>Did the contractor inform DOE/NV when submitting the proposal for review that the proposed work is in response to a BAA? (Provide applicable comments).</p>	YES	NO

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Project/Task Title:			
13d.	Did the Federal sponsor provide a written statement prior to acceptance that the BAA is the only means used to acquire the work described in the BAA? (Attach statement).	YES	NO
14a.	Is the proposed work being sponsored by a foreign government? If the answer is "yes," answer question 14b below.	YES	NO
14b.	Do you have the proper DOE Headquarters review and concurrence?	YES	NO
15.	<p>The proposed work has received proper review (documentation evidencing that review is enclosed and applicable comments are addressed in the Explanatory Comment section below) on the following areas:</p> <p>Environmental</p> <p>Decommissioning or Restoration of DOE land/property/equipment</p> <p>Disposition of non-DOE property</p> <p>Safety (including Safety Analysis documentation)</p> <p>Health</p> <p>Waste Management</p> <p>Aviation Operations and Safety</p> <p>Emergency Management</p> <p>Foreign Travel</p> <p>Foreign Involvement</p> <p>Intelligence-related</p> <p>Purchase of ADP equipment</p> <p>Space Nuclear or Noncommercial power reactors, or radioisotope power</p>	Applicable	Not Applicable
16.	This project involves other DOE facilities and these facilities are (explain):	YES	NO
17.	Did the Management and Operating contractor review the proposed work package and make all the proper reviews under DOE O 481.1? Copy of contractor review statements are enclosed.	YES	NO

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**Attachment 3
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Project/Task Title:		
EXPLANATORY COMMENTS: (if any)		
BASED ON MY REVIEW OF THE ABOVE, I CONCLUDE THE APPROPRIATE REVIEWS HAVE BEEN MADE AS REQUIRED BY DOE O 481.1.		
Program/Project Manager (Type Name)	Signature	Date
Division Director (Type Name and Division)	Signature	Date

Vertical line denotes change.